

Missouri SkillsUSA Responsibilities

The State SkillsUSA organization's responsibilities are:

1. Providing training opportunities for Junior and Senior Advisors.
2. Providing regular communications.
3. Providing leadership growth opportunities for Junior and Senior Advisors.
4. Maintaining financial records.
5. Processing membership.
6. Providing competence-based skill/leadership contests.

The State SkillsUSA Director's responsibilities are:

1. Providing leadership to the Junior and Senior Advisors.
2. Establishing rapport with the vocational administrators so they will encourage their staff to become Junior and Senior Advisors.
3. Developing a SkillsUSA management model that can be used by the Junior and Senior Advisor for their district.

Missouri SkillsUSA Financial Policies

1. The Missouri SkillsUSA- shall maintain its status as a not- for-profit corporation in the State of Missouri and as a subsidiary organization of SkillsUSA, an IRS 501 (C) (3) tax exempt organization.
2. The Missouri SkillsUSA Director and a Industrial Education or Health Occupations Supervisor of Department of Elementary and Secondary Education shall serve as the signatories on all SkillsUSA accounts.
3. A secretary for the Industrial Education of DESE shall serve as the treasurer for Missouri SkillsUSA.
4. The signatories shall be bonded.
5. Bank statements shall be opened and reviewed by someone other than the signatories.
6. All expenditures and receipts shall be used for the purpose of Missouri SkillsUSA activities.
7. Receipts shall be posted to the SkillsUSA account and deposited in a timely manner by the treasurer.
8. Expenditures shall be made by a request for check approved by the Director or other designated Officer and prepared by the designated DESE section secretary. All accounts require two signatures.
9. Purchase orders received in payment shall be entered in the accounts receivable file and an invoice issued for payment of the purchase order shall be sent in a timely manner.
10. Records shall be kept in accordance with generally accepted accounting principles for a cash basis accounting system.
11. An annual audit of the accounts shall be conducted by an independent source for the purpose of: (a) Reconciliation of the accounts, (b) Verification of account balances, and (c) Assurance of propriety of receipts and expenditures.
12. The President of the Executive Council Committee shall appoint an audit committee of two members to review the annual audit and report to the council their findings.
13. Any cash received shall be documented through a receipt and immediately deposited in the appropriate account. Cash receipts are strongly discouraged.
14. The Executive Council shall receive a report of the receipts, expenses and account balances at each meeting.
15. The Executive Council shall approve a budget annually for Missouri SkillsUSA accounts.
16. Any investment of reserve funds shall be certificates of deposit in fully insured institutions. Proceeds from the certificates shall be used to fund Missouri Skills activities.
17. An IRS Form 990 shall be filed by Missouri SkillsUSA with the SkillsUSA organization by October 15 each year.

Voting Delegates

Official Voting Delegate Information

Your official voting delegates are registered for the Conference along with the other people from your school. The duties of the voting delegates are important to the operation of the organization; therefore, the selection process for voting delegates must be seriously considered to assure that the voting delegates are aware of their duties and will carry them out diligently. This section is devoted to those people who will serve as your chapter's voting delegates. These instructions should be sent to your voting delegates as soon as possible in order to insure that they will represent your state in a most knowledgeable manner.

Official Voting Delegates & Alternates

Voting delegates and alternates shall be preregistered. Each chapter will receive delegate material upon registration and will be responsible for distributing this material to their delegates and alternates. Voting delegate ribbons will be distributed to local lead advisors at the registration.

Missouri SkillsUSA will provide each chapter with certificates for all official voting delegates.

Instructions to Voting Delegates

1. One person from each delegation will be assigned the responsibility for answering the roll for the respective chapters.

Suggested manner for answering the roll: Before responding to the roll call, the spokesperson must stand and proceed to the microphone. "(Chapter) is present with (number of) Official Voting Delegates."

2. All motions must be presented in writing to the chair.
3. The delegates will adopt an agenda at the official delegate session and additional items may not be presented until all agenda items have been completed. Any delegation wishing to have an item placed on the agenda may present the item in writing to the State president or the State person responsible for training any time before or during the delegate's orientation.

The agenda will follow this outline:

- a) Roll Call
- b) Officer reports
- c) Standing committee reports
- d) Special committee reports
- e) Unfinished business from previous meetings
- f) New business
- g) Adjourn

4. Limit of debate: A delegate will be given a maximum of three (3) minutes to debate each debatable motion the first time he/she is recognized. A delegate will not be recognized to speak a second time on a motion (except for points of clarification) until all delegates wishing to speak have been recognized. A delegate debating a motion the second time shall be limited to one (1) minute. A delegate may debate a motion a maximum of two (2) times.
5. The Missouri SkillsUSA staff member in charge of training, has appointed the Credentials Committee. This committee will:
 - a) Determine delegate's eligibility to serve as a delegate and be seated in the delegate's or alternate delegate's section. Delegates will have a delegate ribbon and nametag worn in unobstructed view for the Credentials Committee member when entering delegate's section. The nametag and delegate ribbon must be worn at all times during the delegate session.
 - b) Will provide a facilitator on the assembly floor.
 - c) Monitor delegate's section during business sessions to keep unauthorized people out.
 - d) Monitor the replacement of delegates and alternates in the delegate section.
 - e) Monitor alternate delegate's section.
 - f) Keep the secretary posted of increases and decreases on state delegates seated in the delegate's section.
6. The Credentials Committee will admit late delegates to the floor at appropriate times. The Credentials Committee will determine when delegates may be seated.
7. Voting delegates are expected to sit in the area reserved for their delegation.
8. Voting delegates must be present to cast their vote on all floor votes (one person cannot cast two (2) votes).
9. Voting Delegates leaving the floor should appoint an Alternate who will represent them during their absence. The Alternate will sit in the voting delegate's seat during this time. This exchange is to be cleared by the Credential's Committee member at the rear of the delegate's section.
10. Voting Delegates must address assembly from microphones:
 - a) Parliamentary actions (point of order, etc.) may be addressed from delegate seats; all debate will be from microphones (exceptions include point of order and questions of personal privilege);
 - b) Give name and chapter at beginning of all comments;
 - c) Relinquish microphone at conclusion of delegate debate.
11. Voting delegates must stand to be recognized during the Business Session. When recognized, a voting delegate must give name and chapter before discussing business.

12. A voting delegate desiring to come to the stage and speak from the speaker stand must rise, give name and chapter, and ask permission to speak from the rostrum.
13. Voting delegates must practice parliamentary procedure or be subject to reprimand by the State presiding officer.
14. The Chair reserves the right to call for opposing points of view.
15. Delegates are expected to remain professional during all delegate sessions.
16. Advisors are not allowed to be on the floor or to communicate with delegates during sessions.
17. Alternate Delegates:
 - a) Must attend the orientation and delegate session as an official voting delegate and be seated in the official alternate section;
 - b) Must be in view of his/her appropriate delegation to be easily located when called on to serve;
 - c) Does not sit with the delegation unless he/she has been "tapped" and is actually substituting.

Maximum Number of Delegates per Local Association

Your local association is entitled to send delegates to the Missouri SkillsUSA Leadership and Skills Conference based on your chapter's membership for the year. Included in each delegate packet is a guide for determining the number of delegates allowed by your local association. Find the range of membership in your chapter. The number to the right is the maximum of delegates allowed. Use this guide for both secondary and postsecondary divisions.

The number of voting delegates from each local chapter shall be:

Secondary Division:

1 - 100 = 2	501 - 600 = 7
101 - 200 = 3	601 - 700 = 8
201 - 300 = 4	701 - 800 = 9
301 - 400 = 5	801 - 900 = 10
401 - 500 = 6	901 - 1000 = 11
1000 and over = 12	

Postsecondary Division:

1 - 20 = 1	81 - 90 = 6
21 - 40 = 2	91 - 100 = 7
41 - 60 = 3	101 - 120 = 8
61 - 70 = 4	121 - 140 = 9
71 - 80 = 5	

2007

SKILLSUSA MISSOURI ADVISOR OF THE YEAR

Criteria

This award will be presented to secondary and postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually in each section.

Eligibility

Individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid professional member of SkillsUSA. The winning advisor will be presented a plaque at the State Championships and represent Missouri for the National Advisor of the Year.

Note: Each state is eligible to submit both a high school and a college/postsecondary nominee. Applications must be postmarked by December 1, 2006.

Criteria

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid professional member of SkillsUSA.

NOMINATION FORM
SkillsUSA Missouri ADVISOR OF THE YEAR

Name of Nominee: _____

Home Address: _____

School & Address: _____

Telephone (Home) _____

Telephone (Office) _____

E-mail Address _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name: _____

Nominator's Title: _____

Nominator's Address: _____

Telephone (Home) _____

Telephone (Office) _____

E-mail Address _____

Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided below the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's state, region and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 1/2 x 11 page. Please use the Times font—12 point type. Use front of page only.

[illegible]

Significant Positions Held: (in education or SkillsUSA)

Honors and/or Recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal, Activities, Etc.

Other specialized SkillsUSA activities; such as community service, safety projects, or any other activity above and beyond the call of duty.

NOMINATOR'S SPECIAL INSTRUCTIONS

Nominator should submit to The Missouri State SkillsUSA Director by December 1st:

- A maximum of three letters of support or recommendation for the nominee along with the application. *More than three (3) letters will disqualify the nominee.*
- A color portrait (head & shoulders shot) of the nominee.
- A narrative-style biography of the nominee (one page, single spaced).

The State SkillsUSA Director will then submit the winning nomination materials to Chair-elect of the State Directors Association, along with his/her official letter of support stating that the nominee is the “official” nominee for the state (*the State Director's letter does not count as one of the three letters of support/recommendation*). Please attach these letters to the application. No additional materials will be accepted.

Special Notice: The procedure for the final selection of the National Advisor of the Year is as follows:

- (1) After all nominations from the individual states are received as instructed above, they are separated by region.
- (2) The nominations are then sent to the Regional Representatives of the State Directors Association such as region 1 to region 5, region 2 to region 4, etc. (**reps receive different regions each year**).
- (3) The regional representative then forms a review committee to select a regional winner.
- (4) Regional winner names are sent back via fax or e-mail to the Chair-elect by January 17, 2007.
- (5) Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner is selected.

Chapter Membership Awards

Membership awards will be given to all schools with outstanding membership participation.

1. Certificate and pin to all instructors who have 100% membership in their class and is reported to the National Office by February 1st. Their name and class will be printed in the State Conference program.
2. A plaque will be given to Area Career Schools with 100% membership.

SkillsUSA Missouri 2007 State Trading Pin Design Activity Requirements

The SkillsUSA Missouri Executive Council is seeking designs from our members for the 2007 SkillsUSA Missouri State Pin. This contest will be limited to 3 entries per chapter.

The guidelines for the design are as follows:

1. It must have "SkillsUSA Missouri" on the pin.
2. Finished size of the pin will be 1 inch at the largest.
3. The design must indicate and show the finished shape of the pin. The design shall not extend beyond the finished shape of the pin. The shape must be one of the following:
 - the shape of the state of Missouri,
 - square, round,
 - oval or
 - rectangular.
4. No more than four (4) colors may be used. All lettering must be clearly legible.
5. Photographic images may be used only if they are not copyrighted, and they can be clearly seen when reduced to the finished pin size.
6. The year must be included (2007).
7. The design may be hand or computer generated.

All entries must be submitted in the following manner:

1. The first page should be a cover page with the following information:
 - Trading Pin Entry
 - Designer(s) name or names,
 - Instructor(s) name or names,
 - Occupational area(s), and
 - School name and address.
2. The second page should show the design to scale in color no larger than one inch by one inch.
3. The third page should show the design not to exceed 6 inches by 6 inches in color.
4. All of the pages must be on 8 1/2" x 11" plain white paper.

Please follow the guidelines above. Designers in past years who did not follow the guidelines were disqualified.

All designs must be postmarked no later than midnight, January 15, 2007.

Mail all entries to: Dr. Paul Light
SkillsUSA Missouri Director
PO Box 480
Jefferson City, MO 65102-0480

SkillsUSA Missouri 2007 State T-shirt Design Activity Requirements

The SkillsUSA Missouri Executive Council is seeking designs from our members for the 2007 SkillsUSA Missouri State T-shirt. Each Chapter will be limited to 3 entries.

The guidelines for designs are as follows:

1. It must have "SkillsUSA Missouri" on the T-shirt. The year (2007) must be included.
2. Finished size of the T-shirt design will be no larger than 12" (wide) by 14" (high)
3. The T-shirt design should relate to the traditions, symbols, or history of the State of Missouri; the National SkillsUSA 2007 theme (Champions at Work); the SkillsUSA Missouri Championships or SkillsUSA and leadership in general. The T-shirt message should create a positive image of SkillsUSA Missouri.
4. No more than three (3) design colors may be used in the printed design for colored T-shirts. Four (4) design colors or 4 color process (C, M, Y, K) may be used only if the T-shirt color is white. The following T-shirt colors will not be considered: yellow, gold or orange.
5. The design may be hand or computer generated. Graphic images used must not be copyrighted. Designs must be convertible to spot separated screens or capable of screen printing with 4 color process (C, M, Y, K). Designs with extensive halftone or shaded tints and designs with more than one design location will be evaluated before selection of the designs to determine if the shirt can be produced within the cost guidelines. Printing locations or shaded tints may be minimized or eliminated to meet the cost guidelines.

All entries must be submitted in the following manner:

1. The first page should be a cover page with the following information:
T-shirt Entry
Designer(s) name or names,
Instructor(s) name or names,
Occupational area(s) and
School name and address
2. The second page should show the design to scale and in color. Indicate the specific color names in writing.
3. The third page should show the design to scale in black and white with the specific color names indicated in writing.
4. Color names may be designated on a transparent overlay sheet.
An actual size copy may be shown on the black and white copy or on a fourth sheet.
5. All of the pages must be on 8 1/2" x 11" plain white paper.

Please follow the guidelines above. Designers in past years who did not follow the guidelines were disqualified.

All designs must be postmarked no later than midnight, January 15, 2007.

Mail all entries to: Dr. Paul Light
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Jefferson City, MO 65102-0480